

## BACKGROUND CHECKS FOR VOLUNTEERS

IMPORTANT! In all cases, the originator (supervisor, sponsor, or volunteer coordinator) should always keep e-copies and paper copies of all forms and certificates. Any of these may be requested more than once by security or ACE-IT. Volunteer files must be kept in a secured location due to privacy information.

### Investigation and Fingerprinting

Per Ken Earls (NWS Security Office), he says no volunteer receives a CAC, but any volunteer who needs access to the Army Network (ie, access to work on a gov't computer/laptop), must go through the investigation process and be fingerprinted.

Complete Standard Form 85P to start this process. It takes 24-72 hours to complete the processing. Then, complete an ENG Form 6030-E<sup>2</sup> and submit to Ken Earls for approval. He forwards it back to the originator (supervisor or volunteer coordinator) and that person must attach it to an ACE-IT Help Ticket, asking for the volunteer to be set up for access to the network.

Any volunteer who does not use a gov't computer does not need to complete the ENG Form 6030. They simply complete the Volunteer Application (Optional Form 301 – 06/2007) and the Volunteer Agreement (Optional Form New – 06/2007).

### Summary of Forms Requires

#### **New Volunteer – no computer access needed:**

- Volunteer Application, Optional Form 301 – 06/2007<sup>1</sup>
- Volunteer Agreement – Optional Form New – 06/2007<sup>1</sup>
- Questionnaire for Public Trust Positions - Standard Form 85<sup>2</sup>

#### **New Volunteer – government computer access needed:**

- Volunteer Application, Optional Form 301 – 06/2007<sup>1</sup>
- Volunteer Agreement – Optional Form New – 06/2007<sup>1</sup>
- Questionnaire for Public Trust Positions - Standard Form 85P<sup>3</sup>
- ENG Form 6030-E, June 2008. Complete Sections 1 and 2. Sign it electronically and e-mail to Ken Earls. *Be sure* to print a copy and save the original on the computer in case the e-copy gets corrupted when emailing to Ken.  
System Access Level = Unclassified  
User Account Level = User  
Position Sensitivity Level = Non Sensitive  
IT Level = IT-III  
Optional - "Active Directory/E-mail" checkbox. Most cases volunteers do *not* need email access. I usually leave the checkboxes blank and in Justification/Remarks insert, "Need Internet Explorer and NWS network access (primarily O:, P:, Y: drives). Volunteer does not need access to Outlook e-mail." For field offices, usually access to P: and Y: drives are sufficient. The O: drive in the district office is for Operations employees.

#### **New Volunteer with a CAC (rehired annuitant) – gov't computer access needed:**

- Volunteer Application, Optional Form 301 – 06/2007<sup>1</sup>
- Volunteer Agreement – Optional Form New – 06/2007<sup>1</sup>

- Questionnaire for Public Trust Positions - Standard Form **85P or 85**. This form has already been completed by the retiree. Ask the retiree bring in a copy to Ken for him to approve the 6030. The volunteer coordinator does not need to see a copy of this form.
- ENG Form 6030-E, June 2008, signed electronically and e-mailed to Ken Earls. *Be sure* to print a hardcopy and save the e-copy on the computer in case the e-copy gets corrupted when emailing to Ken. You may have to attach the e-copy to an email instead of sending the completed 6030 via AKO's website if Ken requests a second copy.

System Access Level = Unclassified

User Account Level = User

Position Sensitivity Level = Non Sensitive

IT Level = IT-III

Optional - "Active Directory/E-mail" checkbox. Most cases volunteers do *not* need email access. I usually leave the checkboxes blank and in Justification/Remarks insert, "Need Internet Explorer and NWS network access (primarily O:, P:, Y: drives). Volunteer does not need access to Outlook e-mail." For field offices, usually access to P: and Y: drives are sufficient. The O: drive in the district office is for Operations employees.

<sup>1</sup>Volunteer Application and Agreement forms found under Y:\OD\_NRM\PartnrshpsCo-opsVolunteers\VolunteerProgram\Forms. Look for "NewForm..."

<sup>2</sup>[https://nws-intranet.nws.usace.army.mil/Form\\_lookup/forms/Eng6030-E.xfdl](https://nws-intranet.nws.usace.army.mil/Form_lookup/forms/Eng6030-E.xfdl)

<sup>3</sup>SF 85P found under NWS Intranet (eNeWS), My Teams tab, go to Security Office, Directories tab, Security Forms link, click on "GSA web page for Fillable Forms" link, scroll down and click on "SF85P." Download the PDF version and complete by hand or on a typewriter. Keep a copy and mail *original* to Ken Earls in a Confidential envelope. Keep the copy in a secured location due to social security number and other personal information.

### ACE-IT Help Ticket to Set up Network Access

After security completed their background check on the volunteer, they send the approved ENG FORM 6030-E back to the originator (supervisor or sponsor). Originator attaches the approved 6030 to an ACE-IT Help Ticket requesting setup and access to Outlook and network drives (you can be specific what LAN drives they should have access to).

### Internet Access (IA) Training

ACE-IT will send an email to the originator with two attachments: (1) USER-ID AND PASSWORD RECEIPT FORM that the volunteer will use to access and complete the required IA (Internet Access) Training (refer to sample in this document); (2) a copy of the approved 6030 form.

U-PASS will send an email to the volunteer instructing them to complete the required IA Training, and how to do it (refer to sample in this document).

The volunteer will access U-PASS to complete the IA Training, answer the test questions, save a e-copy of their completion certificate as well as print out a hard copy. The originator should take a copy for the volunteer's file. The volunteer then needs to change their password in U-PASS.